



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**

**WELLNESS AND NUTRITION SERVICES DIVISION**

**REQUEST FOR APPLICATIONS**

**DC Physical Activity for Youth Grant**

Announcement Date: January 24, 2014

Request for Application Release Date: February 7, 2014

Pre-Application Question Period Ends: February 18, 2014

Application Submission Deadline: April 4, 2014

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**



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## Section I: General Information

### Introduction

The Office of the State Superintendent of Education (OSSE), Wellness and Nutrition Services Division is soliciting applications for the DC Physical Activity for Youth (DC PAY) grant. The purpose of this grant is to increase the capacity of D.C. schools to provide physical activity to all students before, during, or after the school day. School year 2014-2015 will be the third year of the DC PAY grant. Twenty-four schools were awarded grants of up to \$10,000 each during the 2013-2014 grant period.

### Background

Obesity is a serious health issue in the District of Columbia. Thirty-five percent of 10 to 17 year olds in D.C. are overweight or obese as compared to 31.7% of 10 to 17 year olds nationwide.<sup>1</sup> The majority of youth in this demographic are obese (20.1%),<sup>2</sup> signifying a need for obesity prevention in the District of Columbia. According to the 2010 Youth Risk Behavior Survey, only 41.6% of D.C. middle school students were physically active for 60 minutes per day for five of the previous seven days.

The *Healthy Schools Act of 2010* (D.C. Law 18-209) (HSA) aims to reduce childhood obesity and improve the health, wellness, and nutritional status of students in the District of Columbia through healthy school meals, physical activity, and nutrition education. The Healthy Schools Act mandates that schools promote 60 minutes per day of physical activity to all students. The National Association for Sport and Physical Education defines physical activity as “bodily movement of any type and may include recreational, fitness and sport activities such as jumping rope, playing soccer, lifting weights, as well as daily activities such as walking to the store, taking the stairs or raking the leaves.”<sup>3</sup> To support the provision of physical activity before, during, or after the school day, the HSA requires OSSE to award grants through a competitive process to public schools and public charter schools.

### Intended Population

The intended population for the DC PAY grant is K-12 schools, both public and public charter, within the District of Columbia.

### Application Checklist

Applications must meet the following requirements to be eligible for review:

- ☐ The completed **Narrative Form** has been submitted to Katie Lantuh at [kathryn.lantuh@dc.gov](mailto:kathryn.lantuh@dc.gov) before **5 PM EST on April 4, 2014**. The Application Form is in the provided PDF form and attached to an email with “DCPAY2014\_schoolname\_app” in the subject line.

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<sup>1</sup> U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau. The National Survey of Children's Health 2007. Rockville, Maryland: U.S. Department of Health and Human Services, 2009.

<sup>2</sup> Singh, G.K. Kogan, M.D. van Dyck, P.C. Changes in State-Specific Childhood Obesity and Overweight Prevalence in the United States From 2003 to 2007. *Arch Pediatr Adolesc Med.* 2010;164(7).

<sup>3</sup> “Is it Physical Education or Physical Activity?” The National Association for Sport and Physical Education. <http://www.aahperd.org/naspe/publications/teachingTools/PAvsPE.cfm>. Accessed 06 February 2012.

- ☐ The completed **Documents Form** has been submitted to Katie Lantuh at [kathryn.lantuh@dc.gov](mailto:kathryn.lantuh@dc.gov) before **5 PM EST on April 4, 2014**. The Documents Form is in the provided PDF form and attached to an email with “DCPAY2014\_schoolname\_documents” in the subject line.
- ☐ All required components of the application are completed.
- ☐ All components of the application have been thoroughly reviewed and signed by the appropriate stakeholders.
- ☐ Email size does not exceed 5 MB.

### **Pre-Application Question Period**

To ensure an equal opportunity for all applications, OSSE requests that all applicants submit questions regarding the Request for Applications (RFA) electronically to Katie Lantuh, [kathryn.lantuh@dc.gov](mailto:kathryn.lantuh@dc.gov) by **5 PM EST on February 18, 2014**. Questions submitted after this deadline will not receive responses. Answers to submitted questions will be made available via email by February 21, 2014. Please review the FAQ page before submitting a question.

Applicants with questions are encouraged to participate in one of the webinar sessions listed below. Recordings of the sessions will be available upon request.

### **February 12, 10:00-10:30 AM**

Registration Link: <https://global.gotomeeting.com/meeting/join/594538909>

Phone: 213.493.0603

Access Code: 594-538-909

### **February 13, 2:00-2:30 PM**

Registration Link: <https://global.gotomeeting.com/meeting/join/662113989>

Phone: 786.358.5417

Access Code: 662-113-989

### **Contact Information**

Katie Lantuh

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**\*\*All application information and materials are available at <http://osse.dc.gov/service/dc-physical-activity-youth-dc-pay-grant>.**

## **Section II: Award Information**

### **Award Period**

The grant period is one (1) year beginning on June 1, 2014 and ending on May 31, 2015.

### **Available Funding**

The total funding available for this award period is \$200,000. Eligible schools and community-based organizations may apply for an award amount of up to \$10,000 per school. At least twenty (20) awards will be distributed. Thirty percent of each grant will be awarded as start-up expenses and subsequent mid-point and end of year payments will follow in compliance with OSSE grant policies and procedures.

### **Funding Restrictions**

Funds may be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan. Funding may be used to cover the costs of personnel, student group transportation, materials, equipment, and training and to support the promotion of school-based physical activity programs. Funding may not be used for travel expenses for personnel.

### **Audits**

At any time or times before final payment and for three years thereafter, the District and/or the federal government may audit the applicant's expenditure statements and source documentation. The applicant cannot at any time prior to the application process nor during the award period be in violation of any previous grant obligations to the District of Columbia government or a United States federal agency.

### **Section III: Eligibility Information**

#### **Eligibility**

OSSE will accept applications from D.C. public schools and public charter schools participating in the Healthy Schools Act (2010). Schools must have completed their 2013-2014 Healthy Schools Act School Health Profile to be eligible for the DC PAY grant. A community-based organization may apply on behalf of up to four schools. Past award recipients are eligible; however, a school may only receive the DC PAY grant three times in a five year period.

#### **Fiscal Sponsor**

Schools may choose to partner with community-based organizations to provide physical activity supported by the DC PAY grant. In this case, the grant may be, but is not required to be, remunerated directly to the school's partner, who will then be designated as the fiscal sponsor of the grant. The fiscal sponsor must have 501(c)3 status in order to receive the grant funds directly from OSSE, and provide the IRS Determination Letter as an attachment to the application. In this case, the partner becomes fiscally responsible for the grant funds and is deemed the fiscal sponsor. It is recommended that D.C. public schools that are not working with community-based organizations designate their PTO/PTSO as the fiscal sponsor, provided the PTO/PTSO has 501(c)3 status.

#### **Cost-Sharing**

Applicants must contribute cost-sharing funds equal to or greater than 20% of the grant amount. A detailed line-item breakdown of cost-sharing contributions should be identified in the budget. Volunteer time may be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds. All applicants are required to contribute resources to the accomplishment of project objectives are required to limit indirect costs to 10% of the total funds awarded.

## **Section IV: Submission and Application Information**

### **Application Period**

The deadline for submission is **5 PM EST on April 4, 2014**. All applications will be recorded and a confirmation of receipt will be emailed to the contact provided by April 7, 2014. The RFA will be available at <http://osse.dc.gov/service/dc-physical-activity-youth-dc-pay-grant>, or by contacting Katie Lantuh at [kathryn.lantuh@dc.gov](mailto:kathryn.lantuh@dc.gov).

### **Submission Requirements**

The application must be submitted electronically to Katie Lantuh at [kathryn.lantuh@dc.gov](mailto:kathryn.lantuh@dc.gov). There are two required forms, the Narrative Form and the Documents Form.

- The Narrative Form must be attached to an email with the subject line “DCPAY2014\_schoolname\_app”.
- The Documents Form must be attached to a second email with the subject line “DCPAY2014\_schoolname\_documents”.

Narrative Form contents:

- Applicant Profile
- Narrative (Description of how the proposed project meets the review criteria as outlined in Section VI: Application Scoring and Review Process)
- Budget and Budget Justification Narrative

Documents Form contents:

- Administrative Approval
- Certifications
- Assurances
- Letters of Commitment
- Acknowledgement of Compliance
- 501(c)3 Determination Letter

## **Section V: Program Requirements**

### **General Program Requirements**

The purpose of this grant is to increase the capacity of D.C. schools to provide physical activity to all students before, during, or after the school day.

It is expected that:

- Grantees will facilitate student, staff, parent, guardian, and community input to create physical activity programs and meaningful physical activity experiences for students.
- Grantees will meaningfully increase the average amount of physical activity for students at their school.

### **Required Activities**

Grantees will be required to complete the following activities under the DC PAY grant:

- Grantees must establish a Physical Activity Coordinator (PAC) position to oversee day-to-day operations of the physical activity program. This person may hold an existing position within the school or may be a person outside of the school staff. The PAC must:
  - Participate in all School Wellness Committee meetings.
  - Teach, facilitate, or oversee physical activity-based lessons.
  - Participate in three OSSE-sponsored grantee training/networking events over the course of the grant period.
  - Organize at least two community-building events such as family fitness nights or play days during the school year.
- Grantees must have or establish a School Wellness Committee that convenes at least four times per year and is comprised of parents, teachers, students, administrators, staff, and community members that:
  - Promotes parent, family, and community engagement with the goal of a healthier school environment.
  - Supports the PAC through implementing a tracking mechanism for program participation and reviewing and tracking student participation in the funded physical activity program(s).
  - Works with the PAC to evaluate the impact of the DC PAY grant.
- Grantees must provide two written reports and occasional informal verbal reports on their progress through:
  - Participation in two site visits in which a DC PAY Site Evaluation will be conducted with the PAC.
  - Submission of mid-year and end-year reports.
  - Regular communications with OSSE's Physical Education & Physical Activity Specialist throughout the grant period.



## Section VI: Review Process and Application Scoring

### Review Process

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE may use internal peer reviewers, external peer reviewers, or a combination of both to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or matter. Scoring and recommendations of the review panel are advisory only. The final decision to fund the applicants rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund, as well as the funding amount.

### Application Criteria and Scoring

All applications that meet the application criteria will be reviewed and scored by a panel using the following criteria:

Criteria	Scoring Weight (%)
<b><i>Project Vision and Implementation Plan</i></b> <ol style="list-style-type: none"><li>1. Applicant describes the current state of physical activity in the school, including programs offered before, during, and after school and describes the numbers and populations that each program reaches.</li><li>2. Applicant describes the vision of the proposed physical activity program.</li><li>3. Applicant provides a clear implementation plan, including a timeline for the program.</li><li>4. Applicant anticipates challenges and has a plan in place to overcome those challenges.</li><li>5. Applicant describes the benefits of the physical activity program for the school and students.</li><li>6. Applicant outlines a plan to ensure the program is sustainable, as grant funding is only for one year.</li><li>7. If a previous DC PAY Grantee, applicant describes how the proposed program is different from or builds upon the previously funded program.</li></ol>	30
<b><i>Curriculum Integration Plan</i></b> <ol style="list-style-type: none"><li>1. Applicant clearly explains how physical activity will be integrated into the existing curriculum.</li><li>2. Applicant clearly describes the role of the Physical Activity Coordinator and provides evidence that this person will receive adequate support to carry out the activities of the grant.</li></ol>	25
<b><i>Student and Community Involvement Plan</i></b> <ol style="list-style-type: none"><li>1. Applicant provides specific examples of how students will be involved in the program.</li><li>2. Applicant describes the School Wellness Committee and provides specific examples of how committee members will be involved with</li></ol>	30

<p>the grant.</p> <p>3. Applicant lists partner community organizations, community members, or businesses that will be involved with the proposed project and provides the necessary letters of support with application.</p>	
<p><b><i>Cost Effectiveness of Budget</i></b></p> <p><i>In addition to the criteria below, the level of cost effectiveness will be determined by the Budget and Budget Justification Narrative included in the Narrative Form.</i></p> <ol style="list-style-type: none"> <li>1. Applicant is clear about how proposed costs were determined.</li> <li>2. Applicant describes all proposed costs in the Budget and Budget Justification Narrative.</li> <li>3. Applicant has taken measures to ensure that the program is cost-effective.</li> <li>4. If applicable, applicant lists other funding sources for the proposed physical activity program or for other physical activity programs that the school has received or solicited for the 2014-2015 school year.</li> <li>5. If applying for \$5,000 or more, applicant indicates whether the cost-share is satisfied by a financial match or through volunteer hours.</li> </ol>	15

## **Section VII: Award Administration**

### **Decision and Notifications of Awards**

OSSE reviews all applications for grant funds in accordance with D.C. competitive funding regulations. OSSE will notify all applicants of the final award decision no later than May 15, 2014. Each awarded applicant will receive a Grant Agreement Notice (GAN) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

### **Monitoring**

The grant recipient's effectiveness is determined by the following information:

- Responses provided in the mid-year and end-year reports.
- Results from the DC PAY Site Evaluation.
- Number of students impacted by the physical activity program.
- Number of physical activity minutes students are receiving.
- Responsiveness to requests and inquiries from OSSE.

### **Corrective Action and Termination of Funding**

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including the termination and return of funding. A project which is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to discrimination under, any program activity receiving funds from the DC PAY grant. In accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge, or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual.

### **Confidentiality**

Except as otherwise provided by local or federal law, no recipient of OSSE funds shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any person or for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written consent of the person identified in the information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

## **Terms and Conditions**

- OSSE reserves the right to accept or deny any or all applications if the Agency determines that it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects the applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rules(s) or any applicable federal regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereof, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.